

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 80
MAY 6, 2015– WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, May 6, 2015, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair**
 Richard Hannold, Member
 Jill Johnson, Member

Staff: Pam Dill

Staff Present: **Bill Oakes, Director, Joantha Guthrie**

Others Present: **Elaine Marlow, Budget Director, Kristin Marshall, Snohomish Conservation District (SCD), Keith Higman,**

Record @ 00:05

Roads

Subject/Description: **Barnum Road/Russell Road Fish Passable Culverts – Kristoferson Creek**

Attachment: none

Information: Kristin Marshall, SCD, briefed the Board on Kristoferson Creek fish passage improvements project.

Add-On

Subject/Description: **Ala Spit Restoration Project**

Attachment: yes

Action Requested: Approval of Public Works project for excavating beach materials for replacement on the beach at different locations, removal of a concrete bulkhead, removal of a rock groin, construction of a new rock groin, placing of gravel and sand to close the breach in the spit; Total Appropriation: \$570,000.00.

Follow up: Okay with full Board.

Subject/Description: **RATA Funding Boon Road 2**

Attachment: none

Information: Bill briefed the Board on the RATA funding increase for Boon Road 2; \$1,761,921.

Follow up: Okay with full Board.

Subject/Description: **Tiger Grant Application – New County Road**

Attachment: none

Information: Bill informed the Board Public Works will be applying for a Tiger Grant for construction of New County Road.

Follow up: Okay with full Board.

Subject/Description: **WSDOT Easement & Quit Claim Deeds**

Attachment: Easement, QuitClaim Deeds

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 81
MAY 6, 2015– WORK SESSIONS**

Information: Bill briefed the Board on two quitclaim deeds and an easement with WSDOT at SR 20 and Jacobs Road near the Coupeville Solid Waste Facility.

Follow up: Will be coming forward for Board approval once legal description is finalized.

Public Works

Subject/Description: Jail HVAC and County Energy Upgrades

Attachment: Memo dated 4/27/15 from Bryant Mercil, to BOCC; Agreement

Action Requested: Approval of Interagency Agreement No. K3410 with the Washington Department of Enterprise Services.

Follow up: Okay with full Board. *(The Board authorized Bill Oakes to sign any documents needed to keep the project moving forward as long as they do not significantly change the project.)*

Subject/Description: Freeland Trail Phase 1 – Puget Sound Energy Facility Relocation Agreement

Attachment: Memorandum dated 5/6/15 from Catherine Kelly, to BOCC; agreement; estimate

Action Requested: Approval to enter into a Facility Relocation Agreement with PSE for relocation of one guy anchor needed to construct Freeland Trail – Phase 1; Amount: \$17,310.00.

Follow up: Okay with full Board

Subject/Description: ICOM – GIS MOU

Attachment: none

Information: Bill informed the Board that they are hoping to load the server and have an internal working enterprise GIS the 2nd week of May. Public Works will be using one of ICOM's licenses.

Follow up: MOU documents will come before the Board for signature.

ER & R

Subject/Description: Surplus – 1992 Chevrolet 3500 & 1994 Chevrolet 2500 Pickup

Attachment: Memo dated 4/23/15 from Matt Nienhuis to BOCC

Action Requested: Approval to surplus personal property; 1992 Chevrolet 3500 pickup and a 1994 Chevrolet 2500 pickup.

Follow up: Okay with full Board to move resolution forward to a Tuesday agenda.

Parks

Subject/Description: Trillium Community Forest RCO Grant 12-1559 Implementation & Cooperative Agreement

Attachment: Memo dated 4/22/15 from Public Works/Parks to BOCC

Action Requested: Approval of Trillium Community Forest RCO Grant 12-1559 Implementation, and Cooperative Agreement for Conservation Futures Maintenance and Operations Funds; Amount: \$21,000.00

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Solid Waste

Subject/Description: Update Solid Waste Digester

Attachment: Public Works Project Initiation #01063-0101

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 82
MAY 6, 2015– WORK SESSIONS**

Action Requested: Approval of Public Works Project to upgrade Island County Septage Treatment facility; construction of a third aerobic digester, modification to the headworks and relining of the biosolids and supernate storage lagoons; \$1,982,000.00.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

**Budget Director/GSA
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, May 6, 2015, at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Rick Hannold, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director, Don Mason

Record @ 01:03:28

Subject/Description: Conservation Futures Program – cont. discussion

Attachments: yes

Action Requested: Don Mason reviewed the items the Board has reached consensus on:

- Program Structure
- Revisions to County Code
- Program Procedures
- Selection criteria for both Acquisition and M & O projects

Minimum code changes to ICC 3.22. Separate resolutions for program procedures, selection criteria and annual Commissioner goals allows for each resolution to be modified independently, as needed, without a code revision.

Changes to ICC 3.22:

- Page 1, Line 20 - ...property that has been acquired with ~~this~~ these funds, ...
- Page 1, Line 28 - ...Island County ~~shall~~ may annually levy an amount, ...

Timeline

- May – Submit to Code Reviser
- June 2nd Regular Session – Take action to set public Hearings for changes (earlier if documents come back from Code Reviser earlier)

Follow up: The Board agreed to preliminary approval of program documents; authorized submittal of code revisions to code reviser; setting the timeline for public hearing on program update and approved accepting 2015 applications under the new selection criteria. The 2015 cycle applications will continue to be run through both the TAG & CAB.

Subject/Description: 2016 Budget Calendar

Attachments: 2016 Budget Calendar

Information: Elaine Marlow reviewed the 2016 Annual Budget Calendar with the Board.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 83
MAY 6, 2015– WORK SESSIONS**

**WSU / Extension Services
Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, May 6, 2015, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair**
 Richard Hannold, Member
 Jill Johnson, Member

Staff: Pam Dill

Staff Present: **Tim Lawrence, Director**

Others Present: **Elaine Marlow, Budget Director**

Record @ 01:50:59

Subject/Description: Interagency Agreement

Attachment: Contract # K1143

Action Requested: Approval of Interagency Agreement between Washington State Department of Agriculture and Island County and its Agent Island County Noxious Weed Control Board; funding for the survey and eradication of *Spatina* within Island County; Completion Date: June 30, 2015; Amount: not to exceed \$100,000.00.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: Interagency Agreement

Attachment: Contract #K1613

Action Requested: Approval of Interagency Agreement between Washington State Department of Agriculture and Island County and its Agent Island County Noxious Weed Control Board; funding for a project to survey for and control garlic mustard in Island County; Completion Date: June 30, 2015; Amount: not to exceed \$2,545.00.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: Shore Stewards Program update

Attachment: none

Information: Tim provided the Board with copies of the *Shore Stewards: Guide for Shoreline Living* publication made possible through a grant from Puget Sound Partnership. The brochure is currently going through the WSU peer review process and once complete will be available in PDF format.

Subject/Description: Comprehensive Plan Focus Group Interviews update

Attachment: yes

Discussion: Tim briefed the Board on the results of the focus group interviews.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, May 6, 2015 at 11:25 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 84
MAY 6, 2015– WORK SESSIONS**

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: David Wechner, Director, Paula Bradshaw, Brad Johnson,

Others Present: Elaine Marlow, Budget Director

Record @ 02:14:43

Subject/Description: Comprehensive Plan update

Attachment: Memo dated 5/5/15 from Brad Johnson, to BOCC, 2016 Comprehensive Plan Update Project Goals, Review Table

Action Requested: Brad Johnson noted that based on feedback from the BOCC during the April 29 work session a number of revisions were made to the review table. Staff has also drafted ten specific goals for the Comprehensive Plan update that simplify the recommendations by drawing attention to the core objectives of the update effort.

Review Table revisions – Optional items

Revised 0-4 – Targeted public outreach to commercial RAIDs regarding current zoning, potential zoning options and policy framework for future work.

Added 0-6 – Additional work on Historic Preservation Element

2016 Comprehensive Plan Update Project Goals

Brad reviewed the 10 goals. The following revisions were made:

4. ~~Create~~ Facilitate a plan to provide sewer service throughout the Freeland Non-Municipal Urban Growth Areas by 2036 and amend Freeland Subarea Plan and Freeland sewer plan as necessary to ensure that land use plans are consistent with the availability of urban services.
5. Conduct a code “cleanup” to ~~address~~ correct inconsistencies, vague requirements, and to make the code more user-friendly.
8. Additional outreach and coordination with Clinton Community ~~Council~~ and other commercial RAIDs. Based on the results of this effort develop a policy framework to guide future work.

Follow up: Develop a detailed work plan for the completion of the 2016 Comprehensive Plan update.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, May 6, 2015 at 1:00 p.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 85
MAY 6, 2015– WORK SESSIONS**

County Commissioners: Helen Price Johnson, Chair – via Telephone **Staff:** Pam Dill
Richard Hannold, Member
Jill Johnson, Member

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director

Record @ 03:04:00

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

Public Works

- Laborer 1, Replacement, R-8 #046/15
Commissioner Johnson moved to approve Job Requisition #046/15. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Clerk

- Chief Deputy, Replacement, NR-12 #043/15
Commissioner Johnson moved to approve Job Requisition #043/15. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Sheriff

- Corrections Deputy, Replacement, GC 9, #045/15
Commissioner Johnson moved to approve Job Requisition #045/15. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Superior Court

- Baliff, Replacement, NR-5, #042/15
Commissioner Johnson moved to approve Job Requisition #042/15. The motion was seconded by Commissioner Price Johnson and carried unanimously.
- Juvenile Probation Counselor, Replacement, C-10 #044/15
Commissioner Johnson moved to approve Job Requisition #044/15. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Juvenile Detention

- Juvenile Detention Office, Replacement, C-9 #037/15
Commissioner Johnson moved to approve Job Requisition #037/15. The motion was seconded by Commissioner Price Johnson and carried unanimously.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, May 6, 2015, at 1:05 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair – via telephone **Staff:** Pam Dill
Richard Hannold, Member
Jill Johnson, Member

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 86
MAY 6, 2015– WORK SESSIONS**

Staff Present: Keith Higman, Director

Others Present: Elaine Marlow, Budget Director, Bill Craig, Bill Fredericks

Record @ 03:11:01

Assessment & Healthy Communities

Subject/Description: Safe Kids Northwest

Attachment: yes

Information: Presentation by Bill Craig, Coalition Coordinator on the efforts and mission of Safe Kids Northwest.

Administration

Add-on

Subject/Description: WA State Department of Health – Consolidated Contract

Attachment: Contract #C17111- Amendment #2

Action Requested: Approval of 2015-2017 Consolidated Contract, Amendment #2; amends NEP Pollution IDF & Correction Round 33 & Supplemental Nutrition Assistance Program-Education; decrease of \$25,997 for a revised maximum consideration of \$1,018,790.00.

Follow up: Okay with Board to move forward to a Tuesday agenda.

Subject/Description: Island County Fire Warden Designation

Attachment: none

Discussion: In 2013 the Board transferred the opening burning permit program out of GSA and into the Health Department in order to provide greater access to the public. Civil infractions under ICC 14.03D.050 are enforced by the Fire Warden or his designee. Island County has not formally appointed a Fire Warden.

Follow up: Keith will reach out to the Prosecuting Attorney's office regarding an interim fix until the code can be updated.

Subject/Description: Request for exception from the competitive solicitation procurement for Health Officer

Attachment: Memo dated 5/6/15 from Keith Higman to BOCC

Action Requested: Approval of exception from the competitive solicitation procurement for Health Officer, J. Brad Thomas.

Follow up: *Commissioner Price Johnson moved to approve the request for exception from the competitive solicitation procurement for Health Officer, J. Brad Thomas. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Commissioners Agenda
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, May 6, 2015 at 1:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 87
MAY 6, 2015– WORK SESSIONS**

County Commissioners: Helen Price Johnson, Chair – via telephone **Staff:** Pam Dill
Richard Hannold, Member
Jill Johnson, Member

Others Present: Elaine Marlow, Budget Director

Record @ 03:48:42

Subject/Description: Drainage District No. 6 appointment, Position #2

Attachments: yes

Action Requested: The Board considered appointment to Drainage District No. 6, Position #2.

Follow up: Okay with full Board to move recommendation forward to a Tuesday agenda.

Subject/Description: Consider applicant for Lodging Tax Advisory Committee

Attachments: yes

Action Requested: The Board considered appointment to the Lodging Tax Advisory Committee.

Follow up: Okay with full Board to move recommendation forward to a Tuesday agenda.

Subject/Description: Consider applicant for Water Resource Advisory Committee

Attachments: yes

Action Requested: The Board considered appointment/reappointments to the Water Resource Advisory Committee.

Follow up: Okay with full Board to move recommendation forward to a Tuesday agenda.

Subject/Description: Consider applicant for Joint Administration Board (JAB)

Attachments: yes

Information: The Board accepted the recommendation of Mayor McCarthy to appoint Michaleen McGarry to fill the position vacated by Marc Esterle.

**Facilities Department
Summary Minutes**

Work Session was held between the County Commissioners and Facilities Department on Wednesday, May 6, 2015, at 1:50 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair – via telephone **Staff:** Pam Dill
Rick Hannold, Member
Jill Johnson, Member

Record @ 03:52:16

Staff Present: Larry Van Horn, Facilities Director

Others Present: Elaine Marlow, Budget Director

Subject/Description: Human Service move to Coupeville Mental Health Facility

Attachments: Timeline, Existing Area Usage Plan

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 88
MAY 6, 2015– WORK SESSIONS**

Discussion: Larry VanHorn reviewed the detailed project schedule and future floor plan with the Board. Commissioner Johnson expressed concerns about Compass Health not being able to find affordable space in the Coupeville area. Commissioner Hannold and Commissioner Price Johnson were in favor of moving forward with the timeline as a guide.

Follow up: Larry will notify Compass Health by Monday June 1, 2015 of its intent to cancel the lease.

**Sheriff
Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, May 6, 2015 at 2:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair – via telephone **Staff:** Pam Dill
Richard Hannold, Member
Jill Johnson, Member

Staff Present: Sheriff Mark Brown

Others Present: Elaine Marlow, Budget Director

Record @ 04:19:10

Subject/Description: Dwayne Lanes purchase of 5 new patrol cars

Attachment: PO # 9934, quote

Action Requested: Approval to purchase five (5) each 2015 Charger Police RWD; Amount: \$155,079.38 incl. WSST.

Follow-up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: Columbia Ford Nissan purchase of 2 new Explorers

Attachment: PO # 9935, quote

Action Requested: Approval to purchase two (2) each 2016 Ford Police Interceptor Utility/SUV AWD vehicles; Amount: \$66,004.52 incl. WSST.

Follow-up: Okay with full Board to move forward to a Tuesday agenda.

EXECUTIVE SESSION ANNOUNCED

Commissioner Jill Johnson announced the Board would recess and meet in Executive Session at 3:00 p.m. in the Commissioners Conference Room #218 as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. At 3:30 p.m., Commissioner Hannold announced the Board would need an additional 15 minutes for the Executive Session.

At 3:45 p.m., Commissioner Hannold adjourned the Executive Session and immediately went into Closed Session.

At 4:29 p.m., the Board reconvened in regular session. Commissioner Johnson moved to approve the Memorandum of Interpretation by and between Island County and Island County Deputies'

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 89
MAY 6, 2015– WORK SESSIONS**

Guild-Corrections. The motion was seconded by Commissioner Hannold and carried 2-0. (Due to technical difficulties Commissioner Price Johnson was not available during the vote.)

The meeting adjourned at 4:31 p.m.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Richard M. Hannold, Member

Jill Johnson, Member

ATTEST:

Debbie Thompson, Clerk of the Board